

Posting Grades in Hawk's Edge FAWeb – Updated Instructions



Using link at <http://www.hnu.edu/facultyStaff/index.html>, login with your username and password

On your homepage you should see all current semester classes listed.

If you see next semester's classes listed click on the **Settings** icon at the top right corner of **My Classes:** →

Edit your class settings to the correct **Academic year** and **Session**. Click **OK** and return to home page.

On the home page choose the class you want to review (you can also use the navigation bar, scroll over **Gradebook** and choose **Enter grades by class**).

Choose the Marking Column dropdown option of **Grade:** →

Enter letter grades in the middle column with heading: →

If a Petition for Incomplete or Deferred Grade has been received, if a student is Auditing the class, or if a student has Withdrawn, the grades will be pre-populated in the column with the heading: →

If it's not there, you must assign a grade. Please **do not** assign grades of I, AU, W, or DE.

If the class has specified grading, e.g. Pass/Fail or Credit/No Credit, you will get an error message if you try to enter a letter grade.

Once all grades are entered for the class, hit the link (column header) for: which will open up a small window

Click Ready, then click to post: →

Click on the save icon:

You will see an alert on your home page if you have classes that are not marked ready to post. **View All Alerts** and mark grades ready for registrar. You can click on **Change all to Ready**, or go down your list of classes and individually change each to **Ready**:

The screenshot shows an 'Alerts' box on the left stating '2 classes have not been marked ready to post' with a 'View all alerts' button. To the right is a table with columns 'Class' and 'Ready for registrar?'. The table contains two rows: 'ISAC 001-4, The Ancient World-First-Year Experience' with 'Ready' selected, and 'PHED 097-2, Special Topics-Yoga' with 'Not ready' selected. Above the table are 'Marking column: Grade' and 'Change all to: Not ready Ready' buttons.

If posting for the class was successful, the grading column will change to and you will no longer have that specific class alert.

Click on the save icon one last time:

To logout, click the **Exit** tab at the top of the homepage.

*In Faculty Access for the Web, if you stay on the same screen and do not click save, for security purposes, the program will display a time out warning message. When you enter data, such as when you enter grades into your gradebook or take attendance, you do not communicate with the database until you click **Save**. Therefore, the program does not know you are active and will display a time out warning message.*

*With this updated version, when the time out message appears, your current work now automatically saves and you are not logged out. However, if the session reaches time out again, due to inactivity, and the first time out message still appears, you will be logged out. You can extend the session automatically when the first time out warning message appears if you click **OK** on the warning message screen.*

Tip: To ensure your time out messages appear, please enable pop-ups for Faculty Access for the Web.